



**General Services Administration
Federal Supply Schedule
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**™, a menu-driven database system. The INTERNET address for **GSA Advantage!**™ is: <http://www.GSAAdvantage.gov>.

LOGISTICS WORLDWIDE (LOGWORLD)

Federal Supply Group: 874V Class: R706
Contract Number: GS-10F-0307X

*For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>*

Contract Period: Friday, June 10, 2011 through Thursday, June 09, 2016



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Business Size: Service- Disabled Veteran- Owned Small Business (SDVOSB)

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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

874-501 & 874-501/RC	Supply and Value Chain Management Services
874-503 & 874-503/RC	Distribution and Transportation Logistics Services
874-504 & 874-504/RC	Deployment Logistics
874-505 & 874-505/RC	Logistics Training Services
874-506 & 874-506/RC	Support Products
874-507 & 874-506/RC	Operations and Maintenance Logistics Management and Support

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: **\$1,000,000.00**

3. Minimum Order: **\$100.00**

4. Geographic Coverage (delivery Area): **Domestic**

5. Point(s) of production (city, county, and state or foreign country): **Same as company address**

6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted.) Listed at the end of this pricelist**

7. Quantity discounts: **None Offered**

8. Prompt payment terms: **Net 30 days**

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **N/A**

10. Foreign items (list items by country of origin): **None**

11a. Time of Delivery (Contractor insert number of days): **Specified on the Task Order**

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: **Contact Contractor**

- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day deliveries are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: **Contact Contractor**
12. F.O.B Points(s): **Destination**
- 13a. Ordering Address: **Same as company address**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment address: **Same as company address**
15. Warranty provision: **Contractor’s standard commercial warranty.**
16. Export Packing Charges (if applicable): **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable): **N/A**
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: **783802791**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered**

GSA SCHEDULE PRICELIST

Burr Business Solutions, LLC Government Awarded Prices (Net Prices)

SIN(s): 874-501, 874-501/RC, 874-503, 874-203/RC, 874-504, 874-504/RC, 874-505, 874-505/RC, 874-506, 874-506/RC, 874-507 & 874-507/RC

Labor Category	Year 2011	Year 2012	Year 2013	Year 2014	Year 2015
Administrative Assistant I**	\$22.66	\$23.20	\$23.76	\$24.33	\$24.91
Administrative Assistant II**	\$24.51	\$25.10	\$25.70	\$26.32	\$26.95
Administrative Assistant III**	\$30.22	\$30.95	\$31.69	\$32.45	\$33.23
Order Clerk II**	\$23.01	\$23.56	\$24.13	\$24.71	\$25.30
Consulting Specialist	\$58.09	\$59.48	\$60.91	\$62.37	\$63.87
Consulting Specialist, Sr.	\$72.90	\$74.65	\$76.44	\$78.28	\$80.15
Consulting Specialist, Sr. Principal	\$130.80	\$133.94	\$137.15	\$140.45	\$143.82
Consulting Specialist, Chief	\$165.53	\$169.50	\$173.57	\$177.74	\$182.00
Forklift Operator**	\$29.28	\$29.98	\$30.70	\$31.44	\$32.19
Graphic Specialist I	\$23.82	\$24.39	\$24.98	\$25.58	\$26.19
Graphic Specialist II	\$44.24	\$45.30	\$46.39	\$47.50	\$48.64
Logistician, Jr	\$41.62	\$42.62	\$43.64	\$44.69	\$45.76
Logistician, Sr.	\$60.01	\$61.45	\$62.93	\$64.44	\$65.98
Logistics Analyst, Jr	\$37.95	\$38.86	\$39.79	\$40.75	\$41.73
Logistics Analyst, Sr.	\$64.70	\$66.25	\$67.84	\$69.47	\$71.14
Materials Coordinator	\$37.78	\$38.69	\$39.62	\$40.57	\$41.54
Materials Expeditor**	\$35.23	\$36.08	\$36.94	\$37.83	\$38.74
Shipping/Receiving Clerk**	\$21.61	\$22.13	\$22.66	\$23.20	\$23.76
Systems Analyst, Jr.	\$33.02	\$33.81	\$34.62	\$35.46	\$36.31
Systems Analyst, Sr.	\$67.34	\$68.96	\$70.61	\$72.31	\$74.04
Systems Analyst, Sr. Principal	\$72.37	\$74.11	\$75.89	\$77.71	\$79.57
Technical Writer**	\$28.84	\$29.53	\$30.24	\$30.97	\$31.71
Technical Writer, Sr.**	\$34.39	\$35.22	\$36.06	\$36.93	\$37.81
Truck Driver**	\$27.88	\$28.55	\$29.23	\$29.94	\$30.65
Warehouse Supervisor	\$36.18	\$37.05	\$37.94	\$38.85	\$39.78
Warehouse Specialist**	\$23.27	\$23.83	\$24.40	\$24.99	\$25.59
Warehouse Specialist II**	\$30.17	\$30.90	\$31.64	\$32.40	\$33.18

**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

BURR BUSINESS SOLUTIONS, LLC
LOGWORLD Schedule
SCA Matrix

SCA Eligible Labor Category	SCA Equivalent Code – Title		WD
Administrative Assistant I	01313	Secretary III	05-2057
Administrative Assistant II & III	01020	Administrative Assistant	05-2057
Forklift Operator	21020	Forklift Operator	05-2057
Material Expeditor	21040	Material Expeditor	05-2057
Order Clerk II	01192	Order Clerk II	05-2057
Shipping/Receiving Clerk	21130	Shipping/Receiving Clerk	05-2057
Technical Writer	30462	Technical Writer II	05-2057
Technical Writer, Sr.	30463	Technical Writer III	05-2057
Truck Driver	31361	Truck Driver, Light	05-2057
Truck Driver	31362	Truck Driver, Medium	05-2057
Truck Driver	31363	Truck Driver, Heavy	05-2057
Truck Driver	31364	Truck Driver, Tractor	05-2057
Warehouse Specialist I & II	21410	Warehouse Specialist	05-2057

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA Matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

LABOR CATEGORY DESCRIPTIONS

JOB TITLE: ADMINISTRATIVE ASSISTANT

Performs filing, copying, input and other clerical tasks; Prepares routine documents, may answer phones; distribute mail and/or materials and other clerical/administrative duties.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent. At least one (1) year experience with some knowledge of office software.

JOB TITLE: ADMINISTRATIVE ASSISTANT II

Prepares correspondence and documentation in accordance with established style guidelines; Competent with automated word processing software to develop correspondence and documentation; Utilizes automated database and spreadsheet software to maintain status tracking information.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent. At least two (2) years experience with general knowledge of office software.

JOB TITLE: ADMINISTRATIVE ASSISTANT III

Initiates and prepares routine correspondence and documentation in accordance with established style guidelines. Competent with automated word processing software to develop correspondence and documentation; Utilizes automated database and spreadsheet software to maintain status tracking information; Prepares milestone charts and scheduling

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent. At least four (4) years experience and proficient in office support software.

JOB TITLE: ORDER CLERK II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent.

JOB TITLE: CONSULTING SPECIALIST

Work requires the independent development of comprehensive and relatively complex project plans and schedules and continual monitoring and updating of plans and schedules to ensure that project goals are achieved. Has broad latitude for decision-making and is reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or data analysis plans, which require a high level of specialized knowledge or the resolution of complex management problems, which require extensive cross-functional knowledge; Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance; Provides advice and service to clients and customers on several phases of projects or in areas of technical expertise. May persuade clients to revise or change assigned tasks to ensure quality of product or service. Makes presentations at meetings and conferences and may function as clients' representative and/or spokesperson. Regularly plans the work of, and assigns work to, and/or coordinates the work of other employees on assigned projects. Has technical responsibility for developing, interpreting, and executing assignments, but does not have direct human resource responsibility for hiring, disciplining or discharging staff.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- Advanced technical training and six (6) to eight (8) years of experience OR BA/BS degree and 3 years of experience.

JOB TITLE: CONSULTING SPECIALIST, SR.

Work requires development of comprehensive and relatively complex project plans and schedules. It also requires the continual monitoring and updating of plans and schedules in order to ensure that project goals are achieved. Incumbents have broad latitude for decision-making and are reviewed on the basis of results achieved. Jobs at this level typically require the innovative application of specialized knowledge (e.g., technical expertise in a specific discipline) or the resolution of complex management problems, which require innovative solutions based on broad functional knowledge. Typically delegates data collection and analysis work and provides technical oversight of assigned projects. Has full responsibility for developing, interpreting, and executing assignments, but does not have direct human resource responsibility for hiring, disciplining or discharging staff.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- Advanced technical training and 12 years of experience OR BS degree and 6-10 years of experience OR Advanced degree and 4-6 years of experience. Six (6) years of supervisory or management level experience.

JOB TITLE: CONSULTING SPECIALIST, SENIOR PRINCIPAL

Work requires the independent development of comprehensive, sophisticated, and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Works independently and has broad latitude for decision-making at the division level and is reviewed on the basis of results achieved. Responsible for preparing intricate and/or complex engineering or data analysis plans which require the highest level of specialized knowledge (e.g., original research in a specific discipline) or the resolution of complex management problems which require extensive cross-functional knowledge. Delegate's data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance; full responsibility of developing, interpreting, and executing assignments, evaluating, disciplining or discharging staff.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS degree and more than 15 years of experience OR Advanced degree and more than 12 years of experience. Ten (10) years of supervisory and management level experience.

JOB TITLE: CONSULTING SPECIALIST, CHIEF

Work requires the independent development of comprehensive, sophisticated, and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Has broad latitude for decision-making at the division level and is reviewed on the basis of results achieved. Responsible for preparing intricate and/or complex engineering or data analysis plans which require the highest level of specialized knowledge (e.g., original research in a specific discipline) or the resolution of complex management problems which require extensive cross-functional knowledge. Delegate's data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance; full responsibility of developing, interpreting, and executing assignments, evaluating, disciplining, hiring or discharging staff.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS degree and more than 16 years of experience OR Advanced degree and more than ten (10) years of experience. Four (4) years of experience may be substituted for BA/BS degree or 8-10 years experience for advanced degree. Twelve (12) years of supervisory and management level experience.

JOB TITLE: FORK LIFT OPERATOR

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent.

JOB TITLE: GRAPHICS SPECIALIST

Provides technical graphics support to programmatic and technical staff. Develops routine graphics and presentations to support program and technical reviews; analyzes and interprets data to produce graphic representations such as histograms, bar graphs, etc.; knowledgeable in audiovisual media; May develop engineering drawings using AutoCad or other CAD/CAM applications.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent. At least three (3) years experience designing, developing, and producing complex technical graphics using PowerPoint, Adobe, AutoCad, etc.

JOB TITLE: GRAPHICS SPECIALIST II

Works independently to provide technical graphics support to programmatic and technical staff; Experienced with print design, developing brand identities, advertisements, marketing materials, book jackets, brochures, posters, and quarterly publications for a variety of service and publishing clients; Effective detail-oriented team player with strong visual sense, and excellent communication and organizational skills. Works with the client to develop complex graphics and presentations to support program and technical reviews; analyzes and interprets data to produce graphic representations such as histograms, bar graphs, etc.; proficient in developing engineering drawings using AutoCad or other CAD/CAM applications; experienced presenter with extensive knowledge of the printing process; Proficient in audiovisual media.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- AA or equivalent. At least five (5) years experience designing, developing, and producing complex technical graphics using PowerPoint, Adobe, AutoCad, etc.

JOB TITLE: LOGISTICS ANALYST, JR.

Performs logistics analysis work that is intellectual in nature and requires knowledge of business, science or another discipline customarily acquired through specialized instruction and study; Work performance requires the ability to accomplish routine tasking with guidance from a member of the senior staff. To include entry levels to technical professional ranks.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS Degree or equivalent and two (2) years of general logistics experience. Four (4) years of general logistics experience may be substituted for a Bachelor's Degree.

JOB TITLE: LOGISTICS ANALYST, SR.

Works independently to perform logistics analysis work that is intellectual in nature and requires detailed knowledge of business, science or another discipline customarily acquired through specialized instruction and study relating to the logistics field; Work performance requires the ability to accomplish complex tasking independently. Delegates and provides direction to junior staff.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS Degree or equivalent and six (6) years of general logistics experience. Four (4) years of general logistics experience may be substituted for a Bachelor's Degree. Two (2) years of supervisory or management level experience.

JOB TITLE: LOGISTICIAN, JR.

Provides professional and technical support to facilitate meeting operational requirements; Conducts research and collects preliminary data for logistics and performance studies/surveys related to resolving conventional problems, conducting training on work procedures and providing support to the ordering agency. Conducts preliminary analysis of requested needs; Performs technical research to identify required subsistence items that a prime vendor does not supply. Performs logistics work that is intellectual in nature and that requires knowledge of supply procedures or another discipline customarily acquired through specialized instruction and study.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- Four (4) years of logistics experience; BA/BS Degree or higher may be substituted for three (3) years of logistics experience.

JOB TITLE: LOGISTICIAN, SR.

Responsible for the design, analysis, implementation, and modification of logistics systems and processes; Defines and uses analytical and quantitative methods for modeling logistics support. Develops support documentation to include, at a minimum, elements such as support equipment, technical orders, supply support, computer resources support, and maintenance/support concepts. Provides acquisition logistics expertise in the procurement and management processes of support equipment, technical orders, spares, and computer resources and in the logistics associated reliability and maintainability functions.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS degree or equivalent with ten (10) years of logistics experience with five (5) years of supervisory or management level experience in the management of logistics efforts.

JOB TITLE: MATERIALS COORDINATOR

Executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, condition of materials, locate and move materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed on hand

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS diploma; minimum of three (3) years' experience in the Navy Logistics Specialist/Storekeeper rating or related field.

JOB TITLE: MATERIALS EXPEDITOR

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent.

JOB TITLE: SHIPPING/RECEIVING CLERK.

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for

damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma or equivalent.

JOB TITLE: SYSTEMS ANALYST, JR.

Provides research and data support with limited supervision. Duties include, but are not be limited to: applying state-of-the-art methodologies and principles to conduct surveys for process modernization projects; performs research and executes interviews; develops knowledge and information management strategies and recommendations in the areas of logistic/supply improvements; designs data collection methodology; participates and/or leads data collection efforts; prepares descriptive and analytical reports and presentations; performs functional allocation analysis and analyzes user needs to determine functional and cross-functional requirements; and performs work flow analysis.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- Bachelor's degree with Two (2) to Five (5) years of related experience. Five (5) years experience may be substituted for the degree requirement.

JOB TITLE: SYSTEMS ANALYST, SR.

Works independently to provide research and data support. Duties may include, but are not be limited to: develops/designs state-of-the-art methodologies and principles to conduct surveys for process modernization projects; provides group facilitation; performs research and executes interviews; develops knowledge and information management strategies and recommendations; designs data collection methodology; participates and/or leads data collection efforts; prepares descriptive and analytical reports and presentations; performs functional allocation and analyzes user needs to determine functional and cross-functional requirements; and performs work flow analysis.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS degree with 7 years of related experience. Eight (8) years experience may be substituted for the degree requirement.

JOB TITLE: SYSTEMS ANALYST, SENIOR PRINCIPAL

Works independently to provide research and data support. Duties may include, but are not be limited to: develops/designs state-of-the-art methodologies and principles to conduct surveys for process modernization projects; provides group facilitation; performs research and executes interviews; develops knowledge and information management strategies and recommendations; designs data collection methodology; participates and/or leads data collection efforts; prepares descriptive and analytical reports and presentations; performs functional allocation and analyzes user needs to determine functional and cross-functional requirements; and performs work flow analysis.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS degree and more than 15 years of experience OR Advanced degree and more than 12 years of experience. Ten (10) years of supervisory and management level experience.

JOB TITLE: TECHNICAL WRITER

With limited supervision, reviews manuscripts and design layouts produced by technicians to ensure product conformity. Marks errors and notes corrections required. Returns documents for revision; Develops, prepares, reviews and edits non-complex technical documents; Writes technical and management reports, plans, manuals and other documents within the broad guidelines defined by various technicians; Reviews manuscripts to determine errors in usage and grammar; Rewrites portions of manuscripts to increase clarity, consistency and conciseness.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- AA/AS or equivalent; Three (3) years experience with comprehensive knowledge and understanding of English, grammar, usage, and spelling to proof and edit documents

JOB TITLE: TECHNICAL WRITER, SR.

Works independently reviewing manuscripts and design layouts produced by technicians to ensure product conformity; Marks errors and notes corrections required. Returns documents for revision; Develops, prepares, reviews and edits technical documents; Writes technical and management reports, plans, manuals and other documents within the broad guidelines defined by various technicians; Reviews manuscripts to determine errors in usage, and grammar; Rewrites portions of manuscripts to increase clarity, consistency and conciseness

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- BA/BS degree or equivalent; Five (5) years experience with proficient and extensive understanding of English, grammar, usage, spelling in order to proof and edit documents

JOB TITLE: TRUCK DRIVER

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS diploma or equivalent.

JOB TITLE: WAREHOUSE SPECIALIST I

Performs a variety of warehousing duties, as directed, that require an understanding of the establishment's storage plan; Work involves most of the following: verifying materials against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS diploma or equivalent; two (2) or more years' experience in warehouse functions

JOB TITLE: WAREHOUSE SPECIALIST II

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS diploma or equivalent; three (3) or more years' experience in warehouse functions

JOB TITLE: WAREHOUSE SUPERVISOR

Primarily responsible for inventory control and safe, efficient storage and retrieval operations; Must have excellent communication skills as well as strong analytical and problem solving skills; Must have strong experience in computerized supply control programs such as a DoD Supply control program or a commercial program similar to RSupply/One Touch. Must have knowledge of MSDS and safety requirements generated for use, storage, or shipment of hazardous material.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

- HS Diploma. Minimum of two (2) years work experience as warehouse supervisor, or 6 years experience as a warehouse specialist. One (1) year of supervisory and management level experience.